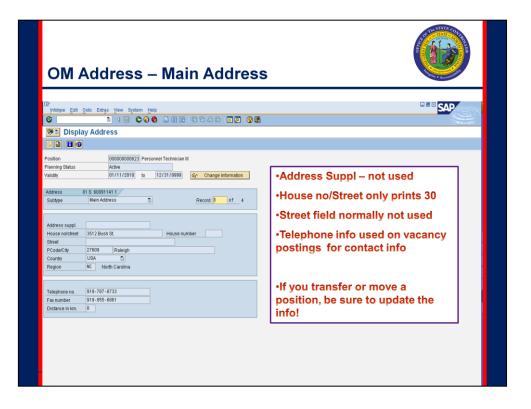


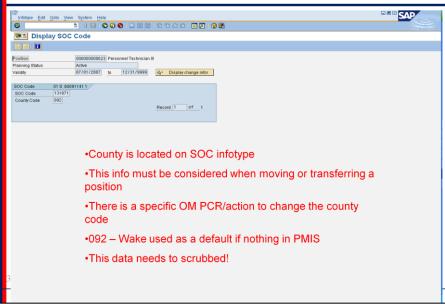
## **Addresses Again and other Topics**

May 18, 2010





### **OM** – County location of position





### **Miscellaneous Stuff**

- Vacancy Posting now shows City and County
- · Contract field issue -
  - currently you must repopulate each time you create an IT 001
  - Important to capture retirees info is being reported to Retirement....

4

# Military Leave LOA Actions and Reasons



Action: LOA (Paid or Unpaid Leave)

#### Reasons:

- Reserve Active Duty (leave) receives pay & time
- Reserve Active Duty (lump sum) receives pay
- Reserve Active Duty (30 days) receives pay & time (wage type generated in background)
- Reserve Active Duty does NOT receive pay but accrues time that must be manually entered upon return
- Extended Military does not receive pay or accrue time

Health benefits are continued during the following reasons since the employee should be receiving pay.

Reserve Active Duty (leave) - receives pay & time
Reserve Active Duty (lump sum) – receives pay
Reserve Active Duty (30 days) – receives pay & time

Health benefits for the Extended Military reason are switched to employee full cost when the employee is no longer using leave or receiving pay. Full cost is based on the last day the employee was in pay status using the 15<sup>th</sup> of the month rule. If the employee was in pay status on or after the 16<sup>th</sup> of the month, they will start paying full cost premiums the next month. If the employee was not in pay status on or before the 15<sup>th</sup> of the month, they will start paying full cost premiums in the current month. Health benefits will be terminated the last of the month in which premiums were paid either by the employee or the agency (employer).

Health benefits for Reserve Active Duty depends on whether the employee is on State or Federal duty. Please add comments on the action to indicate under which status the employee is deployed. For State service, the health plan is not terminated for the employee. Dependent coverage will be terminated the last day of the month in which premiums were paid by the employee. For Federal service, the health plan will typically be terminated the first of the month following this action/reason.



## QUESTIONS????????